



Statewide Space Use Policy

PURPOSE

This policy establishes expectations for the efficient use of state facilities.

AUTHORITY

[RCW 43.82.055](#) requires the Office of Financial Management (OFM) to establish and enforce policies and workplace strategies that promote the efficient use of state facilities.

WHO MUST COMPLY

This policy applies to state agencies in state owned, leased and receivable leased facilities. This policy is specific to office space.

POLICY

To promote the efficient and effective use of state resources, it is the policy of the state to plan and design facilities that:

- a) Align with the desired agency culture and workplace trends.
- b) Support the business functions performed by the agency within the facility.
- c) Consider the work patterns of the employees who will work within the facility.
- d) Increase building utilization.
- e) Are flexible to accommodate changing business and workforce needs.
- f) Encourage mobility practices.
- g) Empower employee choice as appropriate to support work functions.
- h) Integrate modern technology, such as software, hardware, electronic file storage, remote access, and public and networked internet connectivity.
- i) Support health and wellness.

REQUIREMENTS

1. The state shall apply strategies to increase utilization.
2. Agencies shall maintain current and accurate facilities and telework data in the Facilities Portfolio Management Tool (FPMT) and Human Resource Management System (HRMS), respectively, to maximize collocation opportunities and better inform decision-making.
 - a) Upon receipt, acceptance, change or disposal of space, update FPMT according to OFM's [Statewide Facilities Inventory Policy](#).
 - b) Monthly, report all available and vacant space in FPMT, if applicable.
 - c) Monthly, update telework and staff data in HRMS, if changes are needed.
3. All lease renewals must be able to justify square footage based on space utilization, overall telework status, and agency business need.

4. All new, expanded, relocated, or reconfigured spaces shall conform to [space use guidelines](#) published by OFM.
5. All new, expanded and relocated space must be approved by OFM as required by [RCW 43.82.035](#) using the [modified pre-design \(MPD\)](#) process, unless authorized in the capital budget.
 - a) OFM will consider space utilization and overall telework status as part of the MPD process.
 - b) All agencies are required to submit a [Project Outcome Form](#) within 90 days of facility occupancy.
6. Before requesting any space, an agency must review its space utilization and consider:
 - a) Reassignment of workspace based on work patterns.
 - b) Collocation opportunities in obligated state facilities or use of state co-working space.
 - c) Available space in the state’s facilities portfolio. Reporting available space in the Facilities Portfolio Management Tool (FPMT) is an inventory requirement.
7. New and relocated facilities will be sited with consideration for:
 - a) Business needs.
 - b) Customer geography.
 - c) Impact on the workforce.
 - d) Access to transit.
 - e) Access to technology infrastructure.
 - f) Traffic impacts.
 - g) Growth management planning.

DEFINITIONS:

Term	Definition
Collocation	To share a location or facility with another agency, where common resources are shared (i.e., lobby, break rooms, restrooms etc.).
Culture	The way an organization interacts, including attitudes, values, behaviors, artifacts and habits shared by a group of people.
Mobility	Mobility encompasses telework, which is the practice of working from home or other alternative locations.
New space	A space that is not currently part of an agency’s facilities inventory.
Expanded space	A project that increases the agency’s footprint.
Reconfigured space	When more than 50% of a space is being renovated or a major building system is being upgraded (e.g., HVAC).
Relocated space	A project that involves moving to a different location.
Utilization	A facility's occupancy divided by its capacity.